



TOWN OF SOUTHERN SHORES, NC

DARE COUNTY

NORTH CAROLINA

REQUEST FOR LETTERS OF INTEREST

THE TOWN OF SOUTHERN SHORES, NC DESIRES TO ENGAGE A PRIVATE ENGINEERING FIRM FOR THE FOLLOWING BRIDGE REPLACEMENT PROJECT:

STIP PROJECT NUMBER: B-5417

REPLACEMENT OF BRIDGE NUMBER: 17

SOUTH DOGWOOD TRAIL OVER SNOW GOOSE CANAL.

**The prime consulting firm and all subconsultants shall be prequalified by the North Carolina Department of Transportation (NCDOT) for all services to be provided.**

The work will include but not limited to hydraulic design, geotechnical investigations with foundation recommendations, location and surveys, erosion control plans, roadway design, structure design, preparation of permit application, preparation of planning document, preparation of construction contract proposal and estimates, and utility conflict plans. The plans for the work listed above shall be prepared in electronic format. All electronic files shall be in Microstation format using Geopak software.

*The method of payment is LUMP SUM per project assignment.*

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

## SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The NCDOT encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The prime consulting firm shall submit a listing of all known SPSF firms that will participate in the performance of the identified work when submitting their Letter of Interest. The participation of SPSF firms shall be submitted on NCDOT's Subconsultant Form RS-2. Both the Prime Consultant Form RS-2 and the Subconsultant Form RS-2 are available at the following link: (enter RS-2 in the search box)

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

*The SPSF must be qualified by NCDOT to perform the work for which they are listed.*

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit of NCDOT are available at the following link:

<https://apps.dot.state.nc.us/vendor/directory/>

*The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.*

## PREQUALIFICATION

The prime consulting firm and all subconsultants shall be prequalified by the North Carolina Department of Transportation (NCDOT) for all services to be provided.

NCDOT maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in the file is a company brochure, a list of personnel and their qualifications, the firm's present activities, and financial qualifications as well as a sample of recently completed work.

If your firm and/or any subconsultants have not submitted or updated this information as of July 1, 2011, please submit the updated information to NCDOT prior to your Letter of Interest. Information and web links pertaining to the Online Prequalification System are available at the following link:

<http://www.ncdot.org/business/ocs/download/Instruction.pdf>

*If your firm and all subconsultants have already submitted or updated this data as of July 1, 2011, please make mention of this in a Cover Letter at the time you submit the Letter of Interest.*

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

## EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest will be based on the following considerations and their respective weights:

1. The firm's experience, knowledge, and familiarity with type of work; 50%
  2. The firm's staff to perform the type of work required, including any designated subconsultants; 50%
- North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. Letters of interest containing more than fifteen (15) pages will not be considered.

### Section I - Cover/Introductory Letter

The introductory letter should be addressed to Town Manager, Southern Shores.

Said letter is limited to two (2) pages and should contain the following elements of information:

- ☐ Expression of firm's interest in the work;
- ☐ Statement of whether firm is on register or submitting information with letter of interest;
- ☐ Date of most recent private engineering firm qualification;
- ☐ Statement regarding firms possible conflict of interest; and
- ☐ Summation of information contained in the letter of interest.

### Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- ☐ Identify project personnel/subconsultants qualifications and experience; and
- ☐ Understanding of project (site and structure conditions, traffic and safety concerns, etc.)
- ☐ Unique qualifications of key team members;
- ☐ Identity type and location and similar work performed with last three (3) years.

### Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- ☐ Capacity Chart/Graph (available work force);
- ☐ Organizational chart indicating personnel to be assigned by discipline;
- ☐ Resumes of key personnel;
- ☐ Names, classification, and location of the firm's North Carolina employees; and
- ☐ Other information

## APPENDICES

### CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's proposal.

This section is limited to the number of pages required to provide the requested information and should be submitted with the Proposal. Both the Prime Consultant Form RS-2 and the Subconsultant Form RS-2 are available at the following link: (enter RS-2 in the search box)

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

Complete required Form RS-2 for the following:

- ☐ Prime Consultant firm (Prime Form RS-2 Rev 1/14/08)
- ☐ Any and all subconsultant firms to be or anticipated to be utilized by prime firm (Subconsultant Form RS-2 Rev 1/15/08)

*In the event there is no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.*

Private firms are invited to submit letters of interest for providing the requested planning and engineering services to the Town by 5:00 o'clock P.M. on Thursday March 15. Letters of interest submitted after this deadline will not be considered. Nine (9) total letters of interest are required. Firms submitting fewer copies will not be considered.

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet these requirements or if they are delivered to any office other than the ~~Highway Design Branch~~, Town of Southern Shores, they will be disqualified. No exception will be granted.

The mailing address is: 5375 Virginia Dare Trail North, Southern Shores, NC 27949

The delivery address is: 5375 Virginia Dare Trail North, Southern Shores, NC 27949

Any questions concerning this Request for Letters of Interest or the scope of this work should be directed to Southern Shores Town Manager Peter Rascoe phone: 252-216-7524 if you feel the information provided is inadequate to submit a letter of interest,

The firm selected will be notified by Monday March 26, 2012. Notification will not be sent to firms not selected.